

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K12-0048-7
EQUITY DIGITIZATION SERVICES

January 11, 2012

Judiciary Panel Representatives:

Derrick Lowe, Clerk of the Circuit Court Cecil County
Colleen Cantler, Procurement Officer
Kelly Moore, Procurement Officer

Attendees list will be posted to the Maryland Judiciary website <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace as a separate document.

Mrs. Cantler, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 11:00 a.m. and introduced the Judiciary panel representatives.

Mrs. Cantler then addressed the following sections of the RFP:

- Section 1—General Information
- Section 2—Scope of Work
- Section 3—Proposal Format
- Section 4—Evaluation Criteria and Selection Procedure

Mrs. Cantler reviewed the following:

- RFP Section 1.5 and 1.6—The Procurement Officer, Colleen Cantler, is the sole point of contact in the AOC for purposes of this RFP. Unauthorized contact with any other Judiciary personnel may be the cause for proposal rejection. All questions **must be emailed** to the Procurement Officer.
- RFP Section 1.8 – All questions must be submitted to the Procurement Officer, Colleen Cantler.
- RFP Section 1.10—Proposals are due on January 25, 2012 no later than 2:00 p.m. Proposals received after that date and time will not be considered.
- RFP Section 1.14—Offerors may be asked to make oral presentations summarizing their technical proposal to Judiciary representatives. The expectation is that the oral presentation will be scheduled approximately a month after proposal receipt. The Procurement Officer will notify Offerors of the time and location
- RFP Section 1.21—A completed Bid/Proposal Affidavit (Attachment B) must be submitted with each proposal.
- RFP Section 1.22—Contract Affidavit (Attachment C) must be signed upon Master Contract award. A copy is attached to this RFP for informational purposes only.

- RFP Section 2.2.1—The records in the “Equity” collection are tri-fold original sets of documents that include, but are not limited to: deeds, mortgages, deeds of trust, divorce decrees, court orders, court ratifications of real property sales, auditor reports, and statements of mortgage debt. The contents of each file are wrapped in tri-fold paper folder and tied with string. These materials are currently housed in metal shelving boxes. There are a total of 423 metal boxes of tri-fold records. The files contained in the boxes are numbered 1 through 7,363. There are approximately 350-400 documents per box. Using an estimate of 375 documents per box, the total amount of documents to scan are approximately 158,625 documents. (423 x 375).
- RFP Section 2.3— The Clerk shall be responsible for unfolding and flattening all of the documents. The Clerk shall provide all necessary materials for post processing storage (acid-free boxes). The Clerk shall provide the onsite personnel with suitable working space. The proposed work space shall be located close in proximity to the current storage location of the Equity file collection.
- RFP Section 2.4— The Contractor shall be capable of furnishing all necessary services required and to successfully complete all tasks and work requirements and produce high quality deliverables described in the RFP
- RFP Section 2.4.1—The Contractor shall provide flatbed and/or high-speed scanners/camera fully capable of producing TIFF and/or PDF images of the documents. The scanning equipment shall be capable of processing oversized documents (i.e. 11”x17” and larger). The Contractor shall propose the equipment, including type, make, and model number(s).

The Contractor shall ensure that all necessary manufacturer warranties and/or service plans are current on the proposed scanning equipment. Should the scanning equipment malfunction or become inoperable, the Contractor shall coordinate all repairs of the equipment and/or provide backup comparable equipment for continuity of operations within 48 hours of malfunction.

All scanning equipment shall remain the property of the Contractor through the conclusion of the project.

- RFP Section 2.4.2—The Contractor shall unbind the materials if needed. Materials do not have to be rebound, but shall remain flattened. The Contractor shall be responsible for scanning all of the documents contained in the folders. Because many documents are very small (i.e. receipts, checks), those items may be combined into one scanned image.
- RFP Section 2.4.3—Because of the age of some of these documents, they are brittle and subject to significant deterioration through normal handling and use. The Offeror shall demonstrate expertise in safeguarding and handling the documents requiring sensitive care.
- RFP Section 2.4.4—The Contractor shall scan all Equity documents in accordance with the following State of Maryland standards.
- RFP Section 2.4.5—The Contractor shall ensure that all documents are enhanced to improve appearance and readability. The Contractor shall apply the following image enhancement / editing routines as needed in order to maximize final image quantity.

- RFP Section 2.4.6—The Contractor shall create a searchable index for each Equity file that may be sorted by case number, date, Plaintiff and Defendant. The Contractor must be familiar with Paper Vision/Paper Flow software.
- RFP Section 2.4.7—Document images shall be captured as TIFF images for storage on CD/DVD.
- RFP Section 2.4.8—The Contractor shall create two (2) sets of CD's/DVD's that contain the images.
- RFP Section 2.4.9—The Contractor shall provide the Clerk with monthly status reports due the first of each month that lists images scanned and files completed during the prior month.
- RFP Section 2.4.10—After the files are scanned, the Contractor shall return the paper documents back into the labeled acid-free paper folder(s) and corresponding boxes. Once scanned, the documents shall remain unbound and flattened (not re-folded).
- RFP Section 2—Personnel provided by the Contractor shall meet the qualifications specified in Section 2.5.1 and 2.5.2.
- RFP Section 3.1—Offerors shall submit a Technical Proposal—Volume I and a Financial Proposal—Volume II.
- RFP Section 3.4 – Offerors shall submit, Transmittal Letter, follow the Format of the Technical Proposal including, Title and Table of Contents, and an Executive Summary.
- RFP Section 3.4.6— Offerors shall include information on past experience with similar requirements. Offerors shall describe their experience and capabilities necessary to complete the project. This description shall also include all requirements stated in Sections 2.4 and 2.5.
- RFP Section 3.4.7— Provide three (3) current customer references.
- RFP Section 3.4.8.2— A copy of the Offeror's current certificates of insurance (property, casualty and liability), per the requirements in section 3.4.8.2.
- RFP Section 3.5—Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, three bound copies, and one electronic copy (CD) of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal.
- RFP Section 4.2— The criteria to be applied to each technical proposal are listed in descending order of importance are: Offeror Experience and Capabilities; Offeror Technical Response to RFP Requirements; and References.
- Attachment A—Each Offeror technically qualified will be required to accept all terms and conditions in Attachment A—the Maryland Judiciary Standard Terms and Conditions.

Mrs. Cantler reminded all attendees to make sure all required forms that are submitted with the proposal, are signed with an original signature (electronic signatures not accepted). Mrs. Cantler also reminded all attendees

to follow the exact format of the proposal submission stated in the RFP to be considered. Proposals that do not follow the format of the RFP may be cause for rejection of the Offeror's proposal.

The floor was then opened for questions. Ms. Cantler requested that all questions be submitted to her in writing via e-mail.

The meeting adjourned at 12:00p.m.

Notice: Nothing stated at the Pre-Proposal Conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.